



HOSTED BY:



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## *Request for Proposal*

**Position:** Small Business Consultant – **Generalist/Financial Analysis** - Northland Small Business Development Center

**Primary Location:** Itasca County

**Hours:** Part-Time Contractor(s)

The [Northland Small Business Development Center](http://northlandfdn.org) is seeking to contract with a Small Business Consultant who will assist business owners/managers and aspiring entrepreneurs to successfully start, manage, and grow their businesses. The consultant will also work directly with clients, consulting, and documenting services and outcomes.

### **Specific Duties**

- Provide direct consulting support to clients.
- Help entrepreneurs set and achieve business goals while developing management skills.
- Assess start-up and expansion plans for feasibility and sustainability.
- Assist clients with preparing and refining business plans.
- Advise on business formation, incorporation, and state/federal registration requirements.
- Develop business loan packages and conduct financial and marketing plan analysis using MN SBDC tools.
- Connect clients to relevant training opportunities to strengthen business knowledge and skills.
- Maintain accurate client records, including required MN SBDC documentation, in Neoserra.
- Uphold confidentiality in all client interactions and records.
- Research and prepare materials to meet client needs.
- Represent the Northland SBDC at community events, networking opportunities, and other outreach activities to increase awareness of SBDC services and connect with prospective clients.

### **Preferred Qualifications**

- Minimum three years of experience in business management and/or financial analysis, with proven ability to interpret financial statements and guide clients in cash flow planning and forecasting.
- Knowledge of small business operations, economic development, sales growth, market research, entrepreneurship, financing, and budgeting.
- Strong written and verbal communication skills.
- Experience working effectively with diverse populations.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), email, and video conferencing platforms (Zoom, Teams).
- Demonstrated success in financial management with small businesses or advising small business owners.
- Passion for supporting small businesses and empowering entrepreneurs.

## **APPLY**

If interested, we ask for the following:

1. In the body of an email, please write up to two paragraphs telling us why you are interested in and about your qualifications and experience for the position. Specify if you prefer to meet with clients virtually, in person (specify communities), or are open to either. You will not receive more consideration because of a longer or shorter email.
2. In the body of the email, please include your proposed rate per hour for consulting services for 2027 and your preferred number of consulting hours per month. Preferred contracting hours will be considered but not guaranteed. Our maximum hourly rate is \$67.00 per hour for 2027. Deadline for applications is October 26, 2026.
3. Attach your resume to the email or share a link to your LinkedIn profile.
4. Please send your email to Jenny Lisic: [jenny@northlandsbdc.org](mailto:jenny@northlandsbdc.org)

## Proposal Evaluation and Selection

Proposal will be reviewed, scored, and ranked by the Northland SBDC Program Coordinator and Regional Director. Consultants that are selected will be notified by November 13, 2026.

### Evaluation Criteria:

| Category                                                                 | Weight |
|--------------------------------------------------------------------------|--------|
| Relevant Experience & Expertise                                          | 25%    |
| Availability & Regional Coverage Fit                                     | 20%    |
| Cost per Hour of Direct Services (Including Reasonable Preparation Time) | 15%    |
| SBDC/Partner Familiarity & Commitment to Mission                         | 15%    |
| Communication & Professionalism                                          | 15%    |
| Consulting Approach & Client Impact                                      | 10%    |

The [Northland Foundation](#) is a regional foundation serving the seven-county region of northeastern Minnesota and is host of the Northland Minnesota Small Business Development Center (SBDC). The SBDC operates under the Minnesota Small Business Development Center ( MN SBDC) Network. The SBDC is a program sponsored by the U.S. Small Business Administration ([SBA](#)), Minnesota Department of Employment and Economic Development ([DEED](#)), and sponsoring host organizations and partners. The [Minnesota SBDC](#) is part of a nationwide network of SBDC offices organized as the Association of SBDCs (ASBDC) known as America's SBDC. The primary mission of the Minnesota SBDC is to support economic development in the state by providing technical assistance (professional business consultation and education) in the start-up, successful operation, and expansion of small businesses within the state's small business community. The SBDC is funded in part through a Cooperative Agreement with the U.S. Small Business Administration, Minnesota Department of Employment and Economic Development and regional support partners. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the program sponsors. Programs are open to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. **Northland Foundation is an equal opportunity employer, lender, and provider.**